

## CITY OF AUBURN ♦ CALIFORNIA ♦ ADMINISTRATIVE SERVICES MANAGER

### COMPENSATION

- THIS POSITION IS OFFERED IN A PAY FOR PERFORMANCE PROGRAM WITH ANNUAL SALARY BETWEEN THE FOLLOWING SALARY BAND: \$ 6,407 - \$9,744
- LONGEVITY STEPS OF 5% AT 7, 11 & 20 YEARS OF EMPLOYMENT
- 2% @ 55 CALPERS RETIREMENT: EMPLOYEE PAYS 7% EMPLOYEE CONTRIBUTION THROUGH JUNE 30, 2010.
- CALPERS HEALTH INSURANCE PLANS—UP TO \$1,083 PAID BY THE CITY FOR EMPLOYEE & DEPENDENTS, MEDICAL, DENTAL & VISION
- CHOICE OF DEFERRED COMPENSATION PLANS AVAILABLE WITH VOLUNTARY EMPLOYEE CONTRIBUTION
- TWO TO FOUR WEEKS VACATION LEAVE ANNUALLY, BASED UPON YEARS OF EMPLOYMENT WITH CITY
- 12 DAYS OF SICK LEAVE ANNUALLY
- 40 HOURS OF FAMILY ILLNESS LEAVE
- 80 HOURS OF ADMINISTRATIVE LEAVE
- 13.5 ANNUAL PAID CITY HOLIDAYS
- VEHICLE ALLOWANCE \$75.00 PER MONTH
- DEFERRED COMPENSATION OF \$50.00 PER MONTH
- EPMC
- \$20,000 CITY PAID LIFE INSURANCE

### APPLICATION AND SELECTION PROCEDURE

ONLY THE MOST QUALIFIED CANDIDATES IN RELATION TO THE NEEDS OF THE CITY OF AUBURN WILL BE INVITED TO PARTICIPATE IN AN EVALUATION PROCESS.

OFFERS OF EMPLOYMENT ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A COMPREHENSIVE, JOB-RELATED BACKGROUND INVESTIGATION, REFERENCE CHECKS, PRE-PLACEMENT MEDICAL EXAMINATION AND OTHER APPROPRIATE REQUIREMENTS OF THE POSITION. POSSESSION OF, OR ABILITY TO OBTAIN, A CLASS C CALIFORNIA DRIVER'S LICENSE IS REQUIRED.

FOR PHYSICAL DEMANDS AND WORKING ENVIRONMENT, PLEASE REQUEST A COPY OF THE JOB SPECIFICATIONS FOR DETAILS.

TO BE CONSIDERED FOR THIS EXCELLENT CAREER OPPORTUNITY PLEASE SUBMIT A CITY OF AUBURN APPLICATION FOR EMPLOYMENT AND A CURRENT RESUME TO:

DEPARTMENT OF ADMINISTRATIVE SERVICES  
CITY OF AUBURN  
1225 LINCOLN WAY  
AUBURN, CA 95603

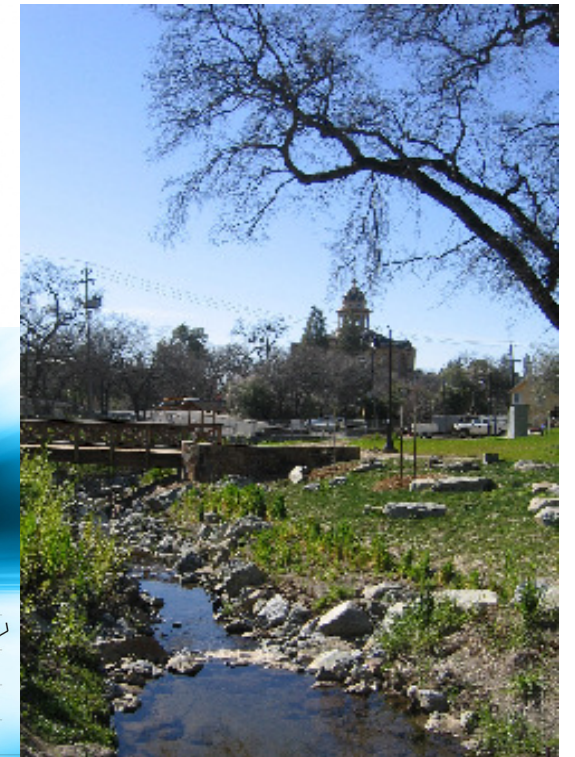
VISIT THE CITY OF AUBURN WEB SITE AT  
[www.auburn.ca.gov](http://www.auburn.ca.gov)

FOR FURTHER INFORMATION PLEASE CONTACT HUMAN RESOURCES AT: 530-823-4211, EXT. 110

PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE NOR GUARANTEE AN EXPRESS OR IMPLIED CONTRACT FOR EMPLOYMENT AND MAY BE REVOKED OR MODIFIED WITHOUT NOTICE. THE CITY OF AUBURN IS AN EQUAL OPPORTUNITY EMPLOYER.



# CITY OF AUBURN CALIFORNIA



IS SEEKING A TALENTED ADMINISTRATIVE  
PROFESSIONAL FOR THE ADMINISTRATIVE SERVICES  
DEPARTMENT  
**ADMINISTRATIVE SERVICES MANAGER**  
JUNE 2009  
(Position Open Until Filled)

CITY OF AUBURN ♦ CALIFORNIA ♦ ADMINISTRATIVE SERVICES MANAGER

THE COMMUNITY

THE CITY OF AUBURN IS CONSIDERED ONE OF THE BEST PLACES TO LIVE IN NORTHERN CALIFORNIA. IT'S BORDERED BY THE BEAUTIFUL AMERICAN RIVER CANYON AND NESTLED IN THE WESTERN FOOTHILLS OF THE SIERRA NEVADA MOUNTAINS. LOCATED AT THE CROSSROADS OF I-80 AND HISTORIC HIGHWAY 49, AUBURN IS THE COUNTY SEAT OF PLACER COUNTY. THE CITY ENCOMPASSES APPROXIMATELY 7.5 SQUARE MILES AND HAS A POPULATION OF 12,800. SITUATED AT ELEVATIONS BETWEEN 1,000 AND 1,400 FEET, THE SURROUNDINGS OFFER AN AWESOME SEASONAL CHANGE.

FROM AUBURN'S ORIGINS AS A MINING CAMP IN THE 1850S, THE CITY HAS EMERGED AS A COMMUNITY OF STRONG HISTORIC CHARACTER, CULTURAL ENRICHMENT, ECONOMIC DIVERSITY AND A DESTINATION POINT FOR OUTSTANDING OUTDOOR RECREATION. MEMORIES OF EARLY HISTORY ARE BEING SUSTAINED BY WAY OF ITS MUSEUMS AND ANTIQUE STORES AND THE PRESERVATION AND RENOVATION OF ITS RESIDENCES AND COMMERCIAL BUILDINGS.

AUBURN IS COMMITTED TO SUPPORTING THE ARTS IN THE COMMUNITY, INCLUDING PUBLIC ART, THEATRE, MUSIC, DANCE AND THE MANY LOCAL ARTISTS THAT EXHIBIT THEIR WORKS IN THE ART GALLERIES AND BUSINESSES. ONE-OF-A-KIND SHOPPING AND DINING EXPERIENCES ARE OFFERED IN THE FOUR COMMERCIAL BUSINESS DISTRICTS. LIGHT INDUSTRY IS SUPPORTED BY THE CITY'S AIRPORT INDUSTRIAL PARK AND THE AUBURN MUNICIPAL AIRPORT. THE AUBURN STATE RECREATION AREA IS ADJACENT TO THE CITY AND OFFERS NUMEROUS RIVERS AND LAKES FOR WHITEWATER RAFTING AND KAYAKING, BOATING AND RECREATIONAL FISHING. THE AMERICAN RIVER CANYON AND BEYOND HAS MILES OF SCENIC TRAILS, INCLUDING EQUESTRIAN AND MOUNTAIN BIKE TRAILS, RUNNING AND HIKING TRAILS AND AREAS TO SIMPLY ENJOY THE BEAUTY AND SERENITY OF THE GREAT OUTDOORS. AUBURN IS HOME TO THE CHALLENGING WESTERN STATES ENDURANCE RUN/ULTRAMARATHON AND THE GRUELING WESTERN STATES ENDURANCE RIDE/TEVIS CUP HELD EACH YEAR.



THE CITY

THE CITY OF AUBURN WAS FIRST INCORPORATED IN 1860 AND AGAIN IN 1888 AND OPERATES UNDER THE COUNCIL/MANAGER FORM OF MUNICIPAL GOVERNMENT. CITY COUNCIL MEMBERS ARE ELECTED AT LARGE TO STAGGERED, FOUR-YEAR TERMS OF OFFICE. THE MAYOR IS ELECTED BY THE CITY COUNCIL. THE COUNCIL APPOINTS CITIZENS TO FIVE STANDING COMMISSIONS CHARGED WITH PRESIDING OVER AREAS OF SPECIAL CONCERN TO THE CITY: THE PLANNING COMMISSION, THE ECONOMIC DEVELOPMENT COMMISSION, THE HISTORIC DESIGN REVIEW COMMITTEE, THE ARTS COMMISSION AND THE TELECOMMUNICATIONS COMMISSION. THE CITY MANAGER OVERSEES THE CITY STAFF OF 100 IN THE ADMINISTRATION OF THE DAY-TO-DAY OPERATIONS.

THE PRIMARY SERVICE DELIVERY OPERATIONS OF THE CITY ARE POLICE, FIRE PROTECTION, COMMUNITY DEVELOPMENT AND BUILDING, PUBLIC WORKS, MUNICIPAL AIRPORT, BUS TRANSIT AND WASTE WATER TREATMENT. WATER, ELECTRIC, SOLID WASTE DISPOSAL, PARKS AND RECREATION AND HOSPITAL SERVICES ARE PROVIDED BY OTHER AGENCIES.

THE DEPARTMENT

THE ADMINISTRATIVE SERVICES DEPARTMENT CONSISTS OF THE FOLLOWING DIVISIONS: FINANCE, PERSONNEL (HUMAN RESOURCES) AND INFORMATION TECHNOLOGY.

CITY OF AUBURN ♦ CALIFORNIA ♦ ADMINISTRATIVE SERVICES MANAGER

THE POSITION

UNDER ADMINISTRATIVE DIRECTION OF THE ADMINISTRATIVE SERVICES DIRECTOR, PLANS, DIRECT, MANAGES, SUPERVISES, AND COORDINATES ACTIVITIES OF A MAJOR ADMINISTRATIVE PROGRAM OR AN ADMINISTRATIVE SECTION THAT SUPPORTS CITYWIDE OR DEPARTMENTAL HUMAN RESOURCES OPERATIONS; COORDINATES ASSIGNED ACTIVITIES WITH OTHER DIVISIONS, DEPARTMENTS AND OUTSIDE AGENCIES; AND PROVIDES HIGHLY RESPONSIBLE AND COMPLEX ADMINISTRATIVE SUPPORT TO THE CITY MANAGER. THE ADMINISTRATIVE SERVICES MANAGER IS A MEMBER OF THE CITY'S MID LEVEL MANAGEMENT STAFF.

THE IDEAL CANDIDATE

THE IDEAL CANDIDATE WILL POSSESS KNOWLEDGE OF PRINCIPLES AND PRACTICES OF PERSONNEL ADMINISTRATION, MUNICIPAL ORGANIZATIONAL STRUCTURES, DISCIPLINARY RULES AND PROCEDURES, APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS.

WILL HAVE THE ABILITY TO PLAN, ORGANIZE AND ADMINISTER A DIVISION, APPLYING PRINCIPLES AND METHODS OF PUBLIC ADMINISTRATION, MANAGEMENT ANALYSIS. ESTABLISHING AND MAINTAINING EFFECTIVE AND COOPERATIVE WORKING RELATIONSHIPS WITH OTHER CITY DIVISIONS, DEPARMENTS, CITY OFFICIALS, THE PUBLIC, EMPLOYEE ORGANIZATIONS AND OTHER PUBLIC AGENCY PERSONNEL.

WILL PERFORM COMPLEX MATHEMATICAL CALCULATIONS USING ENABLING TECHNOLOGY, COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING.

EXPERIENCE & EDUCATION

ANY COMBINATION OF EDUCATION AND EXPERIENCE THAT WOULD LIKELY PROVIDE THE REQUIRED KNOWLEDGE AND ABILITIES IS QUALIFYING.

THE EQUIVALENT TO A BACHELOR'S DEGREE WITH MAJOR COURSE WORK IN PUBLIC ADMINISTRATION, BUSINESS ADMINISTRATION, POLITICAL SCIENCE, SOCIAL SCIENCE, OR CLOSELY RELATED FIELD. TWO YEARS OF COLLEGE COURSE WORK MAY BE SUBSTITUTED WITH DEMONSTRATED WORK EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

FIVE YEARS OF INCREASINGLY RESPONSIBLE ADMINISTRATIVE AND ANALYTICAL EXPERIENCE IN A PRIVATE OR PUBLIC AGENCY, INCLUDING THREE YEARS OF PROGRESSIVELY RESPONSIBLE EXPERIENCE IN PERSONNEL ADMINISTRATIONS.

POSSESSION OF, OR ABILITY TO OBTAIN, AN APPROPRIATE VALID DRIVER'S LICENSE.